

Standard Operating Procedures – Forwarding Documents to the OMPF

1. REFERENCES:

- a. AR 600-8-104, Military Personnel Information Management/Records, dated 27 April 1992.
- b. MILPER messages and Local guidance.

2. PURPOSE: To outline the **basic standard** procedures for forwarding documents to the OMPF. It is linked to AR 600-8 series and provides the tasks and steps governing the process prior to forwarding documents to the OMPF. This SOP is **not** all-inclusive.

3. RESPONSIBILITIES:

a. The requirements for filing documents on the OMPF are: PSDs will review and verify documents received to ensure they are authorized for filing IAW AR 600-8-104, Table 2-1.

b. Procedures for forwarding documents to the OMPF, if appropriate, are as follows:

(1) Ensure the Soldier's name and SSN appears on the first page of each document forwarded to the OMPF.

(2) Underline the name and SSN on the first page. If the SSN is missing, hand-write it (use blocked letters with black ink) or type it on the first page of each document.

(3) Send only copies that are legible and clean.

(4) Forward one copy per name when the document contains multiple names (such as award orders) to the OMPF custodian.

(5) Forward documents to the OMPF using the following address:

(a) Enlisted personnel on active duty by mail: Commander, HRC-Indianapolis, ATTN: PCRE-RF-1, Indianapolis, IN 46249-5301.

(b) Enlisted Personnel on active duty by fax will fill out and print the memorandum at <http://www.erec.army.mil/ompf/memo.htm>. Once the memorandum is completed no fax cover sheet is required. Fax Number: DSN-699-3685 or COMM 317-510-3685.

(c) Commissioned Officer/Warrant Officer on active duty by mail: Commander, HRC-Alexandria, ATTN: TAPC-MSR-S, Alexandria, VA 22332-0441.

(d) The PSD can send by digital sender to the following IP addresses:

- (1) Enlisted OMPF - 199.209.90.72
- (2) Enlisted NCOERs - 199.209.90.73

- (3) Enlisted Boards - 199.209.81.24
- (4) Officer OMPF - 192.188.209.205

(6) Keep a copy of each transmittal (DA Form 200) when documents are mailed or the fax transmittal sheet with a list or copy of documents sent/faxed to OMPF.